



## HOLT TOWN COUNCIL

### INTERNAL CONTROL

#### **Internal Control and Audit**

The RFO has responsibility to ensure that proper internal controls are set up and maintained. These controls ensure that all income due is received; all expenses are properly authorised; books are maintained including regular bank reconciliations; income and expenditure are in accordance with budgets. The Internal Control Officer and the Internal Auditor help with this task. The full requirements are set out within the Accounts and Audit Regulations 2006.

#### **Internal Control Officer**

Internal control checks should be carried out on a quarterly basis by a member of the council. The member should not be a signatory to the accounts of the council. The member is appointed at the Annual Town Council meeting.

#### **Internal Control Checks**

Checks should cover all financial activities of the Town Council over the whole of the financial year, on a sample basis. Regular activities will be included at each quarterly check, with other activities being included at least once every year. Checks will be reported to the next Town Council meeting.

#### **Control Check Calendar**

Check 1 (first quarter of the financial year) i.e. April-June.

Check 2 (second quarter of the financial year) i.e. July- September.

Check 3 (third quarter of the financial year) i.e. October-December.

Check 4 (fourth quarter of the financial year) i.e. January – March

#### **Regular activity checks**

All checks will inspect at least three payments and receipts during the quarter

#### **Payments should be checked as follows:**

Account total correct and accompanied by supporting order / letter

Voucher countersigned by cheque signatories

The payment has been advised to council and authorised

#### **Receipts should be checked as follows:**

Amount is correct

Amount has been banked promptly

Amount has been advised to council and agreed